

EFFECTIVE

Immediately.

SUBJECT

1. Prevention Forms added
2. Wayne County Recoupment Cluster Sites

**1. PREVENTION
FORMS ADDED****CFV 629, Forms
and Publications
Used in the
Preventive Service
for Families
Programs**

Many new forms have been developed for use with the Preventive Services for Families (PSF) program and are now available in Word to assist workers. A list of these forms, their title and form number, is available in the Child and Family Services Preventive Services for Families (CFV) manual, Item 629. An exhibit and general purpose statement of use for each form is located in the Reference Forms Manual (RFF).

**CFV 630,
Assessment Tools
Appendix**

There are three (3) new optional tools to aid the worker during PSF assessment which are also included in the RFF manual:

- FIA-202, Personal Inventory
- FIA-203, Questions to Aid in Using the Case Screening and Assessment Guide
- FIA-204, The Family Portrait

**2. WAYNE COUNTY
RECOUPMENT
CLUSTER SITES**

As of 3/19/01 all of Wayne County FIA's Recoupment Specialists have been centralized at a single cluster site within a designated district office in each of the three Zones. Recoupment staff carry out recoupment activities on behalf of all district offices within their

Zone. Each General Services office has a Recoupment Liaison to facilitate document transmittal and other forms of communication between the district and it's Recoupment Cluster site.

**MANUAL
MAINTENANCE
INSTRUCTIONS****Added Items ...**

**RFF 189
RFF 202
RFF 204
RFF 214
RFF 215
RFF 1021
RFF 1325
RFF 1326
RFF 1327
RFF 1328
RFF 1329
RFF 1330
RFF 1331
RFF 1332
RFF 1333
RFF 1334
RFF 1335
RFF 1336
RFF 1613
RFF 1614
RFF 3987
RFF MSA203
RFF MSA213**

Changed Items ...

**RFC C
RFE 5000
RFF 203
RFF 213
RFF 3472**